



# The University of Washington Project Management Certificate Program (2010 – 2011)

## Course Questions?

### Contact:

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## The Opportunity:

This certificate program in Project Management is sponsored by the Department of Personnel. The program was designed specifically for WA state employees by the University of Washington. This program is designed to prepare participants to assume leadership roles in project management. To achieve this end, the program is based on a combination of classroom instruction reinforced by applying theory to real work related projects that produce tangible results.

The program provides a comprehensive examination of project management processes, integrating technical tools with leadership and team communication skills. Throughout the course you will conduct a comprehensive examination of project management processes, knowledge areas, technical tools and team communication skills. You will work in teams to develop your work derived projects and document project management processes.

A Certificate in Project Management from the University of Washington will be awarded to you upon successful completion of this program. The University of Washington is a Registered Education Provider for the Project Management Institute. Coursework for this program qualifies as 140 hours of PMI professional development

**Performance Objectives:** Upon completion of this course, participants will have acquired concepts and skills in the following topic areas:

- Project Management Overview and Project Initiation
- Project Initiation and Risk
- Team Communications & Development
- Project Requirements, Alternatives, and Prototyping
- Project Strategy, Culture and Change Management
- Project Planning: Scoping Process, PBS/WBS, Time Estimation; Staffing Plan
- Scheduling
- Cost Estimating, Budgeting, and Earned Value
- Procurement and Contract Management
- Communications, Feedback, and Negotiation Skills
- Problem Solving and Decision-making
- Project Implementation
- Project Control: Recovering a troubled project, Project Execution, Critical Chain. Quality, PM futures
- Conflict Management and Transition Management
- Leadership Development and Presentation Skills
- Project Evaluation and Closure

**Competencies covered in this class:** Project Management

**Intended Audience:** Public sector employees who have experience in Project management and want to assume a project management leadership role or who are project management leaders and want to refine their skills.

### **The Cost:**

\$ 4050 to be billed at the completion of the course after June 27, 2011.

### **Minimum Education/Experience Requirements:**

Applicants must have either a baccalaureate degree and two years of work experience, or two years of college credit and four years of work experience, or six years of project-related work experience.

### **The Application Process:**

Attendance in this program is by nomination only. Nominations are made by your Manager based on your individual qualifications, individual professional development and agency needs. Nominees must have their managers' full support for commitment of work hours to class preparation and attendance. Potential nominees should consult with their Manager about nominations to attend the Project Management Certificate Program.

**Nomination Deadline:** 4PM September 20<sup>th</sup> , 2010

**Nomination Packets** will consist of:

- a. Applicant Resume outlining:
  - I. Education expressed as either as a degree awarded or as semester/credit hours
  - II. Work experience
- b. Letter of Recommendation/concurrence from the CIO or Senior IT Manager delineating:
  - I. CIO or Senior IT Managers concurrence with the applicant's request.
  - II. Any additional information concerning agency or applicant need for this program (optional)
- c. University of Washington application form (enclosed)

### **Nomination Responsibilities**

Applicant:

- a. Notify your manager of your interest in the program.
- b. Submit a resume, and University of Washington application form (enclosed) to your CIO Senior IT Manager.

Managers:

- a. Write a letter of recommendation/concurrence for the nominee.
- b. Insure applicant is registered for class on HRDIS.
- c. Submit the complete nomination packet (letter of recommendation, University of Washington application form, and applicant resume) by 4 PM September 20th, 2010:

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PO Box 47530, Olympia, WA 98504-7530

### **The Selection Process:**

The nomination packets will be reviewed by a panel of three Project Managers using the following criteria:

- a. Packets will be screened to insure nominees meet the minimum education/experience requirements. Packets that do not meet the criteria will be removed from contention.

***If the number of nomination packets exceeds the maximum amount of students for the class there will be a competitive nomination process.***

***Then***

- b. The individual's packet will be reviewed by the panel and scored.
- c. Each agency will receive one quota for their highest scoring nominee, the remainder of the course seats will be filled on a competitive basis.

**Questions:**

If you have any question concerning this program or the application process, please contact Stan Freeman (360) 664-1962 [stan.freeman@dop.wa.gov](mailto:stan.freeman@dop.wa.gov)